



## Effective Goal Setting and Follow-Through

**Register Today in PACE!**

**February 20, 2013**

We are pleased to offer the **Effective Goal Setting and Follow-Through** course to all Executive Branch employees for **free**.

There are many benefits of goal setting: more effective time management, increased productivity, and managed performance expectations. This new instructor-led course is aimed at encouraging goal setting and career development and focuses on prioritizing your workload, discussing your goals with your Manager or Supervisor, and creating a goal-setting action plan.

### **Learning Objectives**

Upon completion of this course, participants should be able to:

- Describe the process for effectively setting goals
- Write **SMART** goals (Specific, Measurable, Attainable, Relevant, and Time bound)
- Partner with your manager or supervisor to set goals
- Develop and own a goal-driven action plan
- Use questions to effectively prioritize goals

### **Registration Instructions**

To register for this course, please visit [PACE](#). Search the Course Catalog using the keyword "**goal**".

### **Reasonable Accommodations**

*"Satisfaction of the unique needs related to a person's medical, physical, mental, or developmental condition or disability."*

Employees registering for a course in need of a reasonable accommodation should request your Department Training Liaison Officer (DTLO) contact HRD Training and Learning Development at **617-878-9827** at least **two weeks** before the course start date to coordinate reasonable accommodation requests.

### **Inclement Weather Policy**

If a public school in the city or town where class is being held is cancelled, then the class is cancelled and will be rescheduled.

Please call the MassHR 24 hour hotline, (617) 878-9878, if you have any questions about class cancellations due to inclement weather. Class cancellation information will be posted on the hotline by 3:00 PM of the previous day when known.

**Note:** To learn more about MassHR, please visit the [MassHR website](http://www.mass.gov/MassHR)([www.mass.gov/MassHR](http://www.mass.gov/MassHR)).